NEW JERSEY DEPARTMENT OF EDUCATION

PARCC REGISTRATION

STUDENT DATA HANDBOOK

VERSION 1.1

State of New Jersey
Department of Education

100 River View Executive Plaza
P.O. Box 500
Trenton, New Jersey 08652

December, 2014

FOREWORD

The New Jersey Department of Education is pleased to publish the *2014-2015 SY PARCC Registration Student Data Handbook v1.0 (Handbook)*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *Handbook* is intended to support the submission of registration data for the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment and is intended for school, district, and state educators who must have data that are reliable and valid over time to make appropriate, cost-effective and timely decisions about student and school performance.

Two documents serve as important models for the continual development of this *Handbook*. Those documents are the *Student Data Handbook for Elementary, Secondary and Early Childhood Education* developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and the *Schools Interoperability Framework Implementation Specification Version 1.51* developed by the Schools Interoperability Framework. Many of the terms and definitions included in this *Handbook* are consistent with those in the two documents.

Revision History

Date	Version	Comment
December 22, 2014	1.1	Added additional clarification to the LEP Exempt From Taking LAL.
November 13, 2014	1.0	First version of document

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Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *PARCC Registration Student Data Handbook (Handbook)* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *Handbook* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJDOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJDOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJDOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *PARCC Registration Student Data Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each student (e.g., students born outside of the US will not have a State of Birth). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJDOE Number	The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition of Data Element	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Is This Data Element Required?	Indication of whether the data element is required for file submission.
Acceptable Values	Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
Validation Checks	Specific data validation that will occur with respect to each data element.
Additional Notes	Additional relevant notes about the data element.
Common Errors	Guidance on how to resolve common errors within NJ SMART.

Privacy and Security

Privacy of student records is required by the Family Educational Rights and Privacy Act (FERPA). FERPA requires state and local education agencies to protect the privacy of education records that contain "information directly related to a student" and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of FERPA. Absent written consent from the parent or student, or a valid court order, FERPA prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information

NJDOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

LocalIdentificationNumber (LID)

NJDOE Number

1

Definition of Data Element

A number assigned and maintained by the local school district that is unique for each student in the district and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJDOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 20

Validation Checks

- Error will occur if multiple students within the district with the same LID are reported.
- Error will occur if field is left blank.

Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.
- For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
- It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

Common Errors

Error Message: Student with the same LID exists in the LEA.
Resolution: Determine which student record should have that LID number. For the student with the incorrect LID, do a partial file upload with the correct LID number and it will overwrite the previous LID number.

StateIdentificationNumber (SID)

Definition of Data Element

A unique number assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Description

In order to track students within and across districts over time, NJDOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric
Minimum Length: 10
Maximum Length: 10

Validation Checks

- SIDs must be valid 10-digit state identification numbers as issued by NJ SMART.

Additional Notes

- SID numbers are assigned for new students in SID Management.

Common Errors

FirstName

Definition of Data Element

A name given to an individual at birth, baptism, another naming ceremony, or through legal change. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 30

Validation Checks

- Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphens are accepted.
- An error will occur if field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported.
- First name and last name must be reported as separate fields.

Common Errors

Error Message: Field contains an invalid character or exceeds 30 characters.

Resolution: This field also cannot have more than 30 characters or contain periods. If the student's name has more than 30 characters or has periods in the FirstName field, click Edit on the student's record page; make the necessary changes in the FirstName field, then select Update.

LastName

NJDOE Number

5

Definition of Data Element

The name borne in common by members of a family. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 50

Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Additional Notes

- First name and last name must be reported as separate fields.
- Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be input as the last name "Smith-Jones" while John F. Davis Smyth would be would be input as the last name "Davis Smyth". First name and last name must be reported as separate fields.

Common Errors

Error Message: Field contains an invalid character or exceeds 50 characters.
Resolution: This field also cannot have more than 50 characters and periods are not accepted. If the student's name has more than 50 characters or periods in the LastName field, select Edit on the student's record page, make the necessary changes in the LastName field, then select Update.

Definition of Data Element

The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Common Errors

Definition of Data Element

Indicates if the student is retaking the English Language Arts (ELA) and/or Math test.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

E = Yes, the student is retaking the ELA test
M = Yes, the student is retaking the Math Test
B = Yes, the student is retaking BOTH the ELA and Math Tests
N = No, this is the first time the student is taking both tests

Validation Checks

- An error will occur if field is left blank.

Additional Notes

Common Errors

Error Message: Field must have a value of E, M, B or N
Resolution: Field must indicate either E, M, B or N.

Definition of Data Element

An indication that the student is a Spanish or Non-Spanish speaking LEP student in his/her first year of enrollment in United States schools and is in a language assistance program; and therefore, the student is not required to participate in the language arts literacy test section.

Functional, Policy or Legal Description

NJDOE, Office of Assessments, Office of Special Education

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Y = Yes
N = No

Validation Checks

- An error will occur if field is left blank.
- This field is only valid as a Y for students in grades 3 through 8

Additional Notes

- For the record change processes LEPExemptFromTakingLAL equals StateOptionalField1.

Common Errors

Error Message: Field must have a value of Y or N.
Resolution: Field must indicate either Y (Yes) or N (No).

TimeInSchoolLessThanOneYear

Definition of Data Element

An indication of how long a student has been enrolled. Any student enrolling in a state assessment accountable (AYP) school for the first time after July 1, up to the test administration date will not have been considered to be enrolled for a full academic year. However, for making decisions related to AYP, a full academic year will begin on July 1 prior to the test administration date.

Functional, Policy or Legal Description

To ensure compliance with state regulatory requirements at N.J.A.C. 6A:8-4.4, a full academic year is defined as the term that begins on July 1 and ends on or about June 30. This date was established to accommodate the start of the district/school fiscal year and the allowance of academic programs and services offered to students prior to September.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Y = Yes, student has been enrolled in the state assessment accountable (AYP) school for less than 1 year

N = No, student has been enrolled in the state assessment accountable (AYP) school for more than 1 year

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- For the record change processes TimeInSchoolLessThanOneYear equals StateOptionalField 2.

Common Errors

Error Message: Field must have a value of Y or N.
Resolution: Field must indicate either Y (Yes) or

ExemptFromPassing

Definition of Data Element

In accordance with the Individuals with Disabilities Act (IDEA) of 2004 and the No Child Left Behind Act, all students with disabilities must participate in state assessments. The Individual Educational Program (IEP) team for each student determines which assessment a student will participate in pursuant to the criteria in NJAC 6A:14. The regulations state that every student with disabilities must participate in the general state assessment unless the student has not been instructed in any of the knowledge and skills tested and cannot complete any of the types of tasks on the general state assessments.

The IEP team must determine which assessment the student will take for <u>each content area assessed</u>. Students who do not participate in the general assessment (PARCC) in one or more content areas must participate in the Dynamic Learning Maps (DLM) or Alternate Proficiency Assessment (APA) in that/those content area(s). In addition, for high school students, the IEP team must also determine if the student who is participating in the general assessment (PARCC) in one or both content areas will be required to pass the assessment in those content areas in order to graduate.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students. Students with disabilities, who are exempt from <u>taking</u> the general state assessment (PARCC) as designated in their IEP, will be flagged "Exempt From Taking" the general assessment (PARCC).

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

E = Yes, the student is exempt from passing the ELA test
M = Yes, the student is exempt from passing the Math Test
B = Yes, the student is exempt from passing BOTH the ELA and Math Tests
N = No, the student is NOT exempt from passing either of the tests

Validation Checks

- An error will occur if field is left blank.
- Values E, M, and B are only valid for students with IEPs in grades 9-11.

Additional Notes

- For the internal record change process, this element is equal to StateOptionalField4.

Common Errors

Error Message: Field must have a value of Y or N.
Resolution: Field must indicate either Y (Yes) or N (No).

StateAssessmentTestingSiteCounty

Definition of Data Element

The county code of the student's State Assessment Testing Site.

Functional, Policy or Legal Description

NJDOE, Office of Assessments, and Office of Title I

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

For County Codes, please refer to the *NJ SMART County District School Codes* document:

www.njsmart.org (link located at the bottom left of the login screen)

Validation Checks

- An error will occur if field is left blank.
- Must conform to codes listed or error will occur.

Additional Notes

Common Errors

Definition of Data Element

The district code of the student's State Assessment Testing Site.

Functional, Policy or Legal Description

NJDOE, Office of Assessments, and Office of Title I

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

For County Codes, please refer to the *NJ SMART County District School Codes* document:

www.njsmart.org (link located at the bottom left of the login screen)

Validation Checks

- An error will occur if field is left blank.
- Must conform to codes listed or error will occur.

Additional Notes

Common Errors

Definition of Data Element

The school code of the student's State Assessment Testing Site.

Functional, Policy or Legal Description

NJDOE, Office of Assessments, and Office of Title I

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For County Codes, please refer to the *NJ SMART County District School Codes* document:

www.njsmart.org (link located at the bottom left of the login screen)

Validation Checks

- An error will occur if field is left blank.
- Must conform to codes listed or error will occur.

Additional Notes

Common Errors

AssessmentSessionLocationELA

Definition of Data Element

The description of the room within the building where the ELA assessment is administered.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 50

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- For online tests, the session name must be provided. For paper tests, the room number or classroom name where the paper tests are administered must be provided.
- If student is testing at an APSSD location and school has not provided the location report the name of the school in this field.

Common Errors

AssessmentSessionLocationMath

Definition of Data Element

The description of the room within the building where the Math assessment is administered.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 50

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- For online tests, the session name must be provided. For paper tests, the room number or classroom name where the paper tests are administered must be provided.
- If student is testing at an APSSD location and school has not provided the location report the name of the school in this field.

Common Errors

AssessmentSessionExaminerSMIDELA

Definition of Data Element

The unique identifier of the person overseeing the ELA assessment session in the setting (test administrator).

Functional, Policy or Legal Description

NJDOE, Office of Assessments Test Administration Procedures

Is this Data Element Required?

One Examiner SMID is required for each student testing.

Acceptable Values

Type: Numeric

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if field is left blank.
- Staff Member Identifier must be a valid number issued by NJ SMART or an error will occur.

Additional Notes

- Only examiners in the classroom administering the assessment are submitted in this field.
- Examiners permitted include teachers, guidance counselors, and child study team members. Per diem employees are not permitted to be examiners.
- Proctors should not be submitted.
- If there is more than one examiner in the room, submit the person playing the most direct role in the administration of the assessment for each student.
- If different sections are administered by different people, submit the most appropriate one to this field.

Common Errors

AssessmentSessionExaminerSMIDMath

Definition of Data Element	

The unique identifier of the person overseeing the Math assessment session in the setting (test administrator).

Functional, Policy or Legal Description	

NJDOE, Office of Assessments Test Administration Procedures

Is this Data Element Required?	

One Examiner SMID is required for each student testing.

Acceptable Values	

Type: Numeric
Minimum Length: 8
Maximum Length: 8

Validation Checks	

- An error will occur if field is left blank.
- Staff Member Identifier must be a valid number issued by NJ SMART or an error will occur.

Additional Notes	

- Only examiners in the classroom administering the assessment are submitted in this field.
- Examiners permitted include teachers, guidance counselors, and child study team members. Per diem employees are not permitted to be examiners.
- Proctors should not be submitted.
- If there is more than one examiner in the room, submit the person playing the most direct role in the administration of the assessment for each student.
- If different sections are administered by different people, submit the most appropriate one to this field.

Common Errors	

ELATestCode

Definition of Data Element

Code corresponding to the ELA test the student is taking.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 5

Maximum Length: 6

ELA03 = Grade 03 ELA

ELA04 = Grade 04 ELA

ELA05 = Grade 05 ELA

ELA06 = Grade 06 ELA

ELA07 = Grade 07 ELA

ELA08 = Grade 08 ELA

ELA09 = Grade 09 ELA

ELA10 = Grade 10 ELA

ELA11 = Grade 11 ELA

EXELA = LEP Exempt

ELANT = Exempt For Any Other Reason

Validation Checks

- An error will occur if field is left blank.
- Must conform to codes listed or error will occur.
- If ELATestCode is EXELA, LEPExemptFromTakingLAL must be Y.

Additional Notes

Common Errors

MathTestCode

NJDOE Number
213

Definition of Data Element

Code corresponding to the Math test the student is taking.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 5

Maximum Length: 5

MAT03 = Grade 03 Math

MAT04 = Grade 04 Math

MAT05 = Grade 05 Math

MAT06 = Grade 06 Math

MAT07 = Grade 07 Math

MAT08 = Grade 08 Math

ALG01 = Algebra I

ALG02 = Algebra II

GEO01 = Geometry

MATNT = Exempt For Any Reason

Validation Checks

- An error will occur if field is left blank.
- Must conform to codes listed or error will occur.

Additional Notes

Common Errors

TestFormat

Definition of Data Element

Identifies the format the student will be using to take the test.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

E = Paper Based Testing for ELA
M = Paper Based Testing for Math
B = Paper Based Testing for both ELA and Math
O = Online, Computer Based Testing for both ELA and Math

Validation Checks

- An error will occur if field is left blank.
- Must conform to codes listed or error will occur.

Additional Notes

- If a student is taking one assessment via paper and one online, report the appropriate paper based testing value.

Common Errors

EnglishLearnerPaperAccommodation

Definition of Data Element

Indication of whether English Language Learner accommodations are needed for a given assessment. This applies only to the paper administration.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

E = Yes, English Learner Accommodation is needed for a ELA test
M = Yes, English Learner Accommodation is needed for a Math test
B = Yes, English Learner Accommodation is needed for Both ELA and Math tests
N = No English learner accommodation is needed

Validation Checks

- An error will occur if field is left blank.
- If E then Test Format cannot be M.
- If Test Format is O then EnglishLearnerPaperAccommodation must be N for no.

Additional Notes

Common Errors

Sec504PaperAccommodation

NJDOE Number

NJDOE Number

214

Definition of Data Element

Indication of whether 504 accommodations are needed for a given assessment. This applies only to the paper administration.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

E = Yes, 504 paper accommodation is needed for a ELA test
M = Yes, 504 paper accommodation is needed for a Math test
B = Yes, 504 paper accommodation is needed for Both ELA and Math tests
N = No 504 paper accommodation is needed

Validation Checks

- An error will occur if field is left blank.
- Field cannot be M if TestFormat is E.
- If TestFormat is O then 504PaperAccommodation must be N for no.

Additional Notes

Common Errors

IEPPaperAccommodation

Definition of Data Element

Indication of whether Individualized Education Plan (IEP) accommodations are needed for a given assessment.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

E = Yes, IEP paper accommodation is needed for a ELA test

M = Yes, IEP paper accommodation is needed for a Math test

B = Yes, IEP paper accommodation is needed for Both ELA and Math tests

N = No IEP paper accommodation is needed

Validation Checks

- An error will occur if field is left blank.
- Field cannot be M if TestFormat is E.
- If TestFormat is O then IEPPaperAccommodation must be N for no.

Additional Notes

Common Errors

TranslationOfMathInPaper

Definition of Data Element

Used to assign the form administered for paper testing based on another language other than English. This applies only to the paper administration.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 3

SPA = Spanish
N = No

Validation Checks

- An error will occur if field is left blank.
- If TestFormat is E or O TranslationOfMathInPaper must be N.

Additional Notes

- If student does not need a translation accommodation for the Math paper based testing in Spanish, report N for no.

Common Errors

Definition of Data Element

Indicates whether the paper test is read aloud or signed to the student by the test administrator. This applies only to the paper administration.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 2
Maximum Length: 2

ELA Assessment Only

01= Human Scribe needed for ELA assessment only

02 = Human Signer needed for ELA assessment only

03 = Translator needed for ELA assessment only

Math Assessment Only

04 = Human Scribe needed for Math assessment only

05 = Human Signer needed for Math assessment only

06 = Translator needed for Math assessment only

Both Assessments

07 = Human Scribe needed for both Math and ELA assessments

08 = Human Signer needed for both Math and ELA assessments

09 = Translator needed for both Math and ELA assessments

Does Not Apply for Either Assessment

10 = No

Validation Checks

- An error will occur if field is left blank.
- Value submitted must be from the valid list provided.
- Field must be 10 if TestFormat equals O.
- TestFormat cannot be M if Reader Or Signer For Paper is 01, 02, or 03.

Additional Notes

- If student does not need a human reader or human signer accommodation for paper based testing, report 10 for no.

Common Errors

LargePrintPaper

Definition of Data Element

Indicates whether a student needs a large print test booklet, which is provided with text increased 150% to an 18 point font.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is optional.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

E = Yes, large print paper is needed for an ELA assessment.
M = Yes, large print paper is needed for a Math assessment.
B = Yes, large print paper is needed for both ELA and Math assessments
N = No. Large print paper is not needed for either the ELA or Math assessments

Validation Checks

- An error will occur if field is left blank.
- Field cannot be M if TestFormat is E.
- Field cannot be E if TestFormat is M.
- If TestFormat is O then LargePrintPaper must be N for no

Additional Notes

- If student does not need a large print accommodation for paper based testing, report the value N for no.

Common Errors

BrailleWithTactileGraphicsPaper

NJDOE Number

219

Definition of Data Element

Indicates whether a student needs a hard copy braille test booklet provided with embedded tactile graphics.

Functional, Policy or Legal Description

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

E = Yes, braille with tactile graphics paper is needed for an ELA assessment
M = Yes, braille with tactile graphics paper a Math assessment
B = Yes, braille with tactile graphics paper ELA and Math assessments
N = No. No braille with tactile graphics paper is not needed for either the ELA or Math assessments

Validation Checks

- An error will occur if field is left blank.
- Field cannot be M if TestFormat is E.
- Field cannot be E if TestFormat is M.
- If TestFormat is O then LargePrintPaper must be N for no

Additional Notes

- If student does not need a braille accommodation for paper based testing, leave this field blank.

Common Errors